

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1776
GRADE: S-12

TITLE: WAREHOUSE WORKER-DRIVER HELPER

DEFINITION:

Under close supervision, performs routine manual work assisting in receiving, warehousing and delivering supplies and equipment; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Assists in the off/on loading of supplies and equipment for delivery and storage;
Assists in unpacking and storing bin and bulk storage items;
Assists in moving supplies and equipment manually or by using mechanized and non-mechanized materials handling equipment;
Assists in packing and/or marking stock items for shipment;
Assists Warehouse Worker-Driver's in transporting and delivering supplies and equipment to designated locations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate a motor vehicle;
Strength and dexterity necessary to perform all required tasks including lifting, stooping, bending and working in tiring and uncomfortable positions;
Ability to follow oral and written instructions.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Completion of the ninth grade, preferably with experience in warehouse or similar work.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License;
May be required to provide copies of driving record periodically for verification of driving status.

REVISED: December 22, 1992